

表格 103

FORM 103

香港特別行政區政府

THE GOVERNMENT OF THE HONG KONG

SPECIAL ADMINISTRATIVE REGION

申請成為石油氣庫、氣瓶儲存間及供氣主喉
氣體系統承辦商

APPLICATION TO BECOME A GAS SYSTEMS CONTRACTOR
FOR LPG COMPOUNDS, CYLINDER STORES AND MAINS

只供本署填寫：

For Official Use Only:

檔案編號 GasSO Reference

收件日期 Date of Receipt

注意 Notes：

- (1) 本申請表格用作向氣體安全監督申請成為能進行有關石油氣庫，氣瓶儲存間及供氣主喉的氣體系統承辦商。
This application form is to be used for applying to the Gas Authority for becoming a gas systems contractor to carry out the work for LPG compounds, cylinder stores and mains.
- (2) 所需認可準則是列載於本表格的附件內。氣體安全監督會到訪承辦商，以核實其訓練及營運的資源是否符合規定。此外，氣體安全監督或會要求申請人遞交 / 出示所有有關之證明書 / 文件的正本。
The acceptance criteria are listed in the annex. The Gas Authority may visit the contractor for verifying the appropriateness of resources for training and business. The Gas Authority may also require the applicant to submit/present the original copy of all concerned certificates/documents.
- (3) 申請人應以正楷填寫申請表格各欄，並在表格上簽署。
The applicant should complete all sections of this application form in BLOCK letters and SIGN the form.

聲明：

Declaration:

本人現申請成為石油氣庫，氣瓶儲存間及供氣主喉的氣體系統承辦商，本人並謹此聲明，在本申請表格內填報的一切資料、所作的陳述及附上的文件全屬真實無訛。

I hereby apply for becoming a gas systems contractor for LPG compounds, cylinder stores and mains and I declare that all particulars, statements and documents submitted with this application form are true and correct.

申請人姓名：

Name of Applicant: _____

職位：

Position in the Company: _____

日期：

Date: _____

申請人簽署及公司蓋印：

Signature and Company Chop of Applicant: _____

甲部： 公司資料

Section A: Particulars of Company

(1)	公司名稱：	<hr/>		
	Name of Company:	<hr/>		
(2)	公司地址：	<hr/>		
	Address of Company:	<hr/>		
(3)	聯絡人：	(4)	電郵地址：	
	Contact Person:		E-mail Address:	<hr/>
(5)	電話號碼：	(6)	傳真號碼：	
	Telephone Number:		Fax. Number:	<hr/>
(7)	商業登記証號碼：	<hr/>		
	Business Registration Certificate Number:	<hr/>		
(8)	你是否曾經申請過？	*是 / 否	(8a)	若(8)答‘是’,何時申請及檔案編號？ <hr/> / <hr/> / <hr/>
	Have you applied previously?	*Y / N		If (8) is yes, when & Gas SO Ref.? <hr/>

乙部： 公司組織圖

Section B: Organisation Chart of Company

* 把不適用者刪去

Delete where not applicable

丙部： 相關的以往工程資料

Section C: Relevant Job Reference

日期 Date	說明 Description	有關的勝任人士類別 Classes of Competent Person involved

(如有需要，請另加紙張填寫)

(Please use additional sheet if necessary)

丁部： ※ 公司所僱用的勝任人士

Section D: Competent Persons of Company

勝任人士 Competent Person

姓名 Name	第四類 Class 4	第五類 Class 5	註冊氣體技工 Registered Gas Installer
(1) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(8) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please tick as appropriate 請在適當方格加上✓號)

戊部： 遞交有關此申請之證明文件

Section E: Documents Submitted in Support of this Application

- (1) 商業登記証副本
Photocopy of Business Registration Certificate ☐
- (2) 用以證明丙部的文件(例如：工作記錄、完工證明書或其他合約文件等)
Documents in support of Section C (Examples: job records, certificates of completion or other contract documents, etc.) ☐
- (3) 其他 (請註明) : _____
Others (Please specify) : _____

※ 參閱後頁的申請須知附註(2)

See item 2 of NOTES ON APPLICATION overleaf

申請須知

NOTES ON APPLICATION

(1) 遞交申請方法

Submission of Application

此申請表格必須附隨需要的文件，送交或郵寄「香港九龍啟成街3號機電工程署氣體標準事務處氣體安全監督」。申請表格如為影印本或以傳真方式遞交，概不受理。

This application form shall be submitted with any necessary documents, by hand or mail, to 'The Gas Authority, Gas Standards Office, Electrical & Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong'. **Photocopy or facsimile of this form will not be accepted.**

(2) 關連申請

Connected Application

公司必須僱用第4或5類的勝任人士，如果你現在還未僱用第4或5類的勝任人士，你須要遞交已填妥申請成為第4或5類勝任人士的申請表格（表格編號 101）。

The company should employ competent person(s) of class 4 or 5. If you do not have competent person(s) of class 4 or 5 currently in your employ, you should also submit completed application form(s) (Form 101) for your Registered Gas Installers to become competent persons of class 4 or 5.

(3) 防止賄賂

Prevention of Bribery

任何人士試圖向任何政府人員提供利益（按照香港法例第201章《防止賄賂條例》中對利益的定義），以影響本申請的結果，即構成《防止賄賂條例》下的罪行，並導致有關申請無效，而機電工程署會把個案向廉政公署報告。如任何政府人員或其代理人就本申請向你索取利益，你應向廉政公署舉報（電話號碼：2526 6366）。

Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance ("POBO") (Chapter 201 of the Laws of Hong Kong)) to any Government officer with a view to influencing the outcome of this application constitutes an offence under the POBO and renders the application invalid. The case will be reported to the Independent Commission against Corruption ("ICAC"). You should report to the ICAC (Telephone No.: 2526-6366) if any government officers or their agents solicits an advantage from you in relation to this application.

(4) 個人資料私隱聲明

收集個人資料的目的

(i) 在這份表格提供的個人/公司資料，政府會用於下列目的：

(a) 辦理有關審批閣下在本表格中所提出的申請事務；

(b) 有關氣體裝置工程事宜的事務；以及

(c) 方便政府與貴公司通訊。

(ii) 在這份表格提供的個人/公司資料可能會被提供至其他政府部門、辦事處、有關的團體及機電工程署作管理和宣傳氣體安全。

(iii) 閣下必須按照這份表格的要求提供個人/公司資料。如果未能提供所須資料，有關申請可能會被拒絕。

受護人的類別

閣下的申請獲接納後，本表格所載的所有資料會存放於機電工程署，並向部門的資料使用人披露。

貴公司的名稱、地址、電話號碼、註冊號碼、有關表現及紀律處分的資料，會在政府網頁 "www.emsd.gov.hk" 及本署 註冊及許可證辦事處 及各民政事務處向公眾披露，或在個別人士提出申請後向他們披露，但所披露的資料，只限上述數項。

查詢個人資料

根據個人資料（私隱）條例第18及第22條，以及附表1第6原則的規定，閣下有權查閱及改正個人資料。閣下的查閱權包括索取在這份表格所提供個人資料的副本。

查詢

任何關於這份表格所收集個人資料的查詢，包括要求查詢及改正資料，請向機電工程署署長提出。

地址： 香港九龍啟成街3號機電工程署氣體標準事務處
電話 2808 3683

Personal Data Privacy Statement

Purpose of Personal Data Collection

(i) The personal / company data provided by means of this forms will be used by the Government for the following purposes :

- (a) activities relating to processing of your application in this form ;
- (b) activities relating to gas installation work matter ; and
- (c) facilitating communication between Government and your company.

(ii) The personal / company data you provided by means of this form may be disclosed to other Government departments, bureaus, relevant organizations and Electrical and Mechanical Services Department to supervise and promote gas safety.

(iii) It is obligatory for you to supply the personal / company data as required by this form. If you failed to supply the required data, your application may be refused.

Classes of Transferees

Upon the acceptance of your registration, all the data that appear in the form will be kept at Electrical and Mechanical Services Department and disclosed to the data users of the department.

The data limited to the name, address, telephone number, registration number, the information of performance and the disciplinary actions, may be disclosed to the public at the Government web site (www.emsd.gov.hk) , the Registration and Permit Office of this department and the District Offices; or to individual upon their application.

Access to Personal Data

You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of schedule 1 of Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

Enquiries

Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be addressed to:

Address: The Director of Electrical & Mechanical Services,
Gas Standards Office,
7/F, 3 Kai Shing Street,
Kowloon,
Hong Kong.
Telephone No.: 2808 3683

ANNEX TO FORM 103

申請成為石油氣庫、氣瓶儲存間及供氣主喉
氣體系統承辦商

**Application to Become a Gas Systems Contractor
for LPG Compounds, Cylinder Stores and Mains**

1. 工作範圍

Scope of Work

安裝及維修石油氣庫及氣瓶儲存間內的石油氣缸、汽化器、石油氣管道、調壓器及相關設備，以及石油氣供氣主喉，並將有關設備投入運作。

To carry out work for installation, commissioning and maintenance of LPG tanks, vaporisers, LPG pipework, pressure regulators and associated equipment in LPG compounds and cylinder stores as well as LPG mains.

2. 認可準則

Acceptance Criteria

- (a) 屬下從事石油氣裝置及供氣主喉工程的員工中，必須最少有50%為第4類或第5類勝任人士。

At least 50% of its workforce in relation to LPG installations and mains should be competent person for Class 4 or 5.

- (b) 必須有足夠物料資源經營氣體系統承辦商的業務，以及能為勝任人士和見習人員提供進行與石油氣庫、氣瓶儲存間及供氣主喉有關的工程的訓練。

Must have sufficient material resources to carry on business as a gas systems contractor and be able to provide training to competent persons and trainees for work associated with LPG compounds, cylinder stores and mains.

註：

Notes :

- (i) 氣體系統承辦商必須確保與石油氣庫、氣瓶儲存間及供氣主喉有關的工程，由第4類或第5類勝任人士進行或在他們監督下進行。

Gas systems contractors shall ensure that work associated with LPG compounds, cylinder stores and mains are carried out or supervised by competent persons for Class 4 or 5.

- (ii) 氣體系統承辦商的名稱、地址或所僱用勝任人士如有變更，須於變更後28天內通知氣體安全監督。

Gas systems contractors shall notify the Gas Authority of any change in name, address or competent persons in their employ not later than 28 days after such change takes place.

- (iii) 氣體安全督察會不時到氣體系統承辦商處所巡查，確保其適合經營氣體系統承辦商的業務。

Gas Safety Inspectors may visit gas systems contractors from time to time to ensure that they are competent to carry on the business of a gas systems contractor.